

## Ritsumeikan University Student Group Disciplinary Regulations

### Chapter 1. Scope of Regulations

#### (Purpose)

Article 1. These regulations establish educational guidance measures (hereinafter referred to as “disciplinary action”) and procedures for Ritsumeikan University’s student extracurricular activity groups (hereinafter referred to as “groups”).

#### (Groups Covered by These Regulations)

Article 2. The term “group” as used in these regulations shall mean any of the following groups under the jurisdiction of the Dean of Student Affairs.

- (1) Student Union Central Executive Committee and its constituent groups
- (2) Student Union Central Committee and its constituent groups
- (3) Student Union Central Project Group and its constituent groups
- (4) University-wide Student Council and Student Councils of each college
- (5) Academic Division and its groups
- (6) Cultural Division and its groups
- (7) Athletic Union and its groups
- (8) Central voluntary associations under the Student Union
- (9) Student groups registered with the Student Union
- (10) Other organizations whose activities are approved by the Dean of Student Affairs or the head of the respective division or college as stipulated in Article 6 of the Ritsumeikan Trust Code.

#### (Acts and Incidents Covered by These Regulations)

Article 3.

1. Disciplinary action shall be taken against a group if any of the following acts or operations are committed by students in the group’s activities.
  - (1) An act that constitutes a crime under the law and is not accompanied by special circumstances that can justify or excuse the act
  - (2) Collective or organizational human rights violations or harassment
  - (3) Incidents caused by dangerous acts that significantly deviate from the group’s normal activities
  - (4) Acts that interfere with university educational and research activities
  - (5) Acts that are extremely contrary to socially accepted norms
  - (6) Concealment of the acts or incidents specified in items 1 through 5 above
  - (7) Acts equivalent to the acts or incidents specified in items 1 through 5 above
2. Even in cases where a group has taken its own disciplinary action or a student self-governing representative body has carried out disciplinary action on the group, the President of Ritsumeikan University (hereinafter referred to as “the President”) may take disciplinary action against the group in accordance with these regulations while taking

## VIII. Ritsumeikan University Student Group Disciplinary Regulations

into consideration the content of the disciplinary action taken by the group or student self-governing representative body.

### **(Types of Disciplinary Action)**

Article 4. The types of disciplinary action that may be taken against a group are as follows.

Multiple disciplinary actions may be taken depending on the situation.

- (1) Dissolution
- (2) Suspension of activities
- (3) Dismissal of university-appointed instructors
- (4) Recommendation to dismiss the group-appointed instructor
- (5) Reprimand

### **(Dissolution)**

Article 5.

1. The President shall order the dissolution of the group when it is deemed appropriate for educational purposes that its activities be halted.
2. If dissolution is ordered, approval of the group's activities shall be revoked, the use of university facilities shall be prohibited, and university-appointed instructors shall no longer be placed in the group.
3. A group that is ordered to dissolve shall return to the university any remaining university-provided funds. These funds include group grants, training support money, and activity support money.
4. If dissolution is ordered, the name of the group, the type of disciplinary action, and the reason for disciplinary action shall be publicly announced.

### **(Suspension of Activities)**

Article 6.

1. When it is judged that suspending the activities of a group is appropriate for educational purposes, the President shall order the suspension of the activities of the group.
2. Suspension shall be for one month, two months, three months, six months, or indefinitely.
3. If the Dean of Student Affairs deems it appropriate to lift an indefinite suspension, it shall be lifted by the President after discussion by the Student Affairs Conference. However, it may not be lifted until six months have elapsed from the date on which this disciplinary action began.
4. In the event that suspension of activities is ordered, the President may take the following measures during the relevant period.
  - (1) Prohibition of practice/rehearsal and activities as a group
  - (2) Prohibition of the use of university facilities such as the Student Center, Circle Boxes (group offices), practice areas, overnight lodging facilities, and seminar houses
  - (3) Prohibition of participating in, attending, or holding official competitions, practice matches, events, etc.
  - (4) Suspending the placement of university-appointed instructors
  - (5) Suspension of disbursement of the university budget for group grants, training support money, activity support money, etc.
5. Notwithstanding Paragraph 1, the Dean of Student Affairs may approve community

## VIII. Ritsumeikan University Student Group Disciplinary Regulations

service activities, etc., for groups when deemed necessary from an educational perspective.

6. If suspension of activities is ordered, the name of the group, the type of disciplinary action, and the reason for disciplinary action shall be publicly announced.

### **(Dismissal of University-Appointed Instructors)**

#### Article 7.

1. In the event that an adviser, president, vice president, manager, or coach appointed by the university (referred to as “university-appointed instructor”) commits any of the following acts, the President shall dismiss the instructor.
  - (1) When the university-appointed instructor was directly involved in an act specified in Article 3.
  - (2) When the university-appointed instructor was aware of an act subject to disciplinary action and failed to take appropriate action, and such failure constitutes a serious omission.
2. A group that has had the placement of a university-appointed instructor suspended shall not allow the instructor to participate in its activities.

### **(Recommendation to Dismiss the Group-Appointed Instructor)**

#### Article 8.

1. In the event that an act of an instructor appointed by a group falls under any of the items of Article 7, Paragraph 1, the President shall recommend to the group that the instructor be dismissed.
2. When the recommendation described in the preceding paragraph has been made to the group, the Dean of Student Affairs shall provide guidance to the group and its students in-person, and then have them report in writing on the implementation of the recommendation.
3. If a group fails to follow the recommendation, the Dean of Student Affairs may immediately suspend its activities or order its dissolution.

### **(Reprimand)**

#### Article 9.

1. When it is judged that the relevant act is a minor case that does not warrant suspension of activities, the group shall be warned about the act in writing, the group and its students shall undergo in-person guidance, and the group shall be made to submit a written reflection to the Dean of Student Affairs.
2. In the event of a reprimand, the university may suspend university budget expenditure, including group grants, training support money, and activity support money.
3. In the case of a reprimand, the name of the group, the type of disciplinary action, and the reason for disciplinary action shall be publicly announced.

### **(Strong Warning)**

#### Article 10.

1. Even in the case of an act or incident that does not lead to group disciplinary action, the Dean of Student Affairs may issue a strong warning to a group when the Student Affairs Conference deems it necessary to provide guidance to the group in question.
- 2.

## VIII. Ritsumeikan University Student Group Disciplinary Regulations

2. Strong warnings are given to make the group aware of the problematic nature of the act and to encourage self-reflection.

### **Chapter 2. Disciplinary Procedures** **(Reporting an Occurrence)**

Article 11. A group shall report without delay to the Dean of Student Affairs when any act or suspicion of an act that is subject to group disciplinary action occurs.

### **(Fact-Finding Investigation)**

Article 12.

1. When an act or suspicion of an act subject to disciplinary action occurs, the Dean of Student Affairs shall without delay conduct an investigation to confirm the facts. This investigation may include interviews with the students and instructors of the group.
2. In cases under the preceding paragraph, if the Dean of Student Affairs deems it necessary, a fact-finding committee may be established under the Student Affairs Conference.
3. When a fact-finding committee is established, it shall decide on the investigation policy and ascertain the facts of the case.

### **(Fact-Finding Committee)**

Article 13.

1. The fact-finding committee shall be presided over by the Dean of Student Affairs. It shall consist of the Dean of Student Affairs and as well as five members appointed by the Dean of Student Affairs from among the Associate Deans (in charge of student affairs) and Assistant Deans.
2. If the Dean of Student Affairs deems it necessary, experts such as lawyers may be requested to attend the fact-finding committee.
3. The Division of Student Affairs shall be the secretariat of the fact-finding committee.

### **(Emergency Measures)**

Article 14.

1. If any of the following situations arise as a result of an act or suspicion of an act subject to disciplinary action, the Dean of Student Affairs may suspend the activities of a group as an emergency measure until a decision is made about disciplinary action on the group.
  - (1) A serious illegal act
  - (2) Damaged caused by harassment
  - (3) When a new problem or incident is foreseen to occur if activities are allowed to continue
2. When taking emergency measures as described in the previous paragraph, the Dean of Student Affairs may prohibit those involved in the group from contacting specific people or may take measures to ensure the safety of victims.
3. When the suspension of activities was ordered as an emergency measure, the disciplinary action's period of suspension may be shortened.

### **(In-Person Guidance)**

Article 15. If the investigation of the facts in Article 12 indicates that disciplinary action is

## VIII. Ritsumeikan University Student Group Disciplinary Regulations

appropriate, the Dean of Student Affairs shall carry out in-person guidance with the group and its students.

### **(Preparation of a Disciplinary Action Proposal)**

Article 16. After completing the fact-finding investigation described in Article 12 and the in-person guidance described in the previous article, the Dean of Student Affairs shall prepare a disciplinary action proposal.

### **(Opportunity for Explanation)**

Article 17.

1. Before drafting a disciplinary action proposal, the Dean of Student Affairs shall give a representative of the group an opportunity to present their case.
2. Notwithstanding the preceding paragraph, when there are special circumstances, such as when the act is a serious crime and self-evident, a disciplinary action proposal may be prepared without providing an opportunity for explanation.

### **(Explanation to the Student Self-Governing Representative Body)**

Article 18. The Dean of Student Affairs shall explain the proposed disciplinary action to the student self-governing representative body before deciding on the disciplinary action.

### **(Disciplinary Action Decision)**

Article 19.

1. The President shall decide on the disciplinary action based on the Article 16 disciplinary action proposal after discussion by the Student Affairs Conference.
2. Notwithstanding the preceding paragraph, if the proposed disciplinary action is dissolution or if the Dean of Student Affairs deems it necessary, the disciplinary action shall also be discussed at the Student Guidance Council prior to the final decision.

### **(Notification to the Group)**

Article 20. The President shall notify the representative of the group in writing of the details of the disciplinary action.

### **(Public Posting)**

Article 21.

1. When a disciplinary action has been carried out, the President shall publicly post it without delay.
2. The following shall be publicly announced: group name, type of disciplinary action, and reason for disciplinary action.
3. The period of public posting shall be one month.
4. The President may, under special circumstances and with the approval of the Student Affairs Conference, decide not to make part of the public notice publicly available.

### **(Appeal)**

Article 22.

1. The representative of the group that received the disciplinary action may file an appeal against it within thirty days from the disciplinary action's effective date. If the thirtieth day does not fall on a university business day as defined by the academic calendar, the final day for filing an appeal shall be the next business day.

## VIII. Ritsumeikan University Student Group Disciplinary Regulations

2. Appeals shall be made by the representative of the group by submitting the prescribed document to the President through the Dean of Student Affairs.

### **(Appeal Review Committee)**

#### Article 23.

1. Upon receipt of an appeal under the preceding article, the President shall establish an appeal review committee under the President.
2. The appeal review committee shall consist of one member appointed by the President from among the Vice Presidents and five members appointed by the President from among the college Deans or Associate Deans (other than those in charge of student affairs).
3. If the President deems it necessary, experts such as lawyers may be requested to attend.
4. The appeal review committee shall review the appeal based on the written appeal submitted by the representative of the group.
5. The representative of the group that has filed the appeal may state their opinion in writing and submit materials.
6. If the appeal review committee determines that the disciplinary action is reasonable, it shall uphold the decision.
7. If the appeal review committee determines that the disciplinary action is not reasonable, it shall recommend to the President that the disciplinary action be revoked or changed.
8. Upon receiving a recommendation as described in the preceding two paragraphs, the President shall notify the representative of the group that filed the appeal of the handling of the recommendation.
9. The Division of Student Affairs shall be the secretariat of the appeal review committee.

### **(Reconsideration)**

#### Article 24.

1. When the President receives a recommendation outlined in Paragraph 7 of the preceding article, the President shall request the Dean of Student Affairs to reconsider the disciplinary action.
2. In the case of the preceding paragraph, the Dean of Student Affairs shall have the disciplinary action be reconsidered at the Student Affairs Conference.
3. Revocation or change of the disciplinary action shall be made by the President after deliberation by the Student Affairs Conference.
4. Any revocation or change of the disciplinary action and its reason shall be publicly announced.
5. If the group is disadvantaged or may be disadvantaged due to the change in disciplinary action, the President shall take action to address this after deliberation by the Student Affairs Conference and the Student Guidance Council.

### **(Auxiliary Provision)**

Article 25. The Dean of Student Affairs shall decide on matters that are necessary for the implementation of the regulations other than the provisions of these regulations.

### **(Revision and Abolition)**

## VIII. Ritsumeikan University Student Group Disciplinary Regulations

Article 26. The revision or abolition of these regulations shall be decided by the University Senate after discussion by the Student Affairs Conference.

### **(Supplementary Provisions)**

These regulations shall come into effect on July 1, 2011.

Supplementary Provision (March 2, 2012: Partial Amendment due to Dissolution of the Institute of Science and Engineering)

These regulations shall come into effect on April 1, 2012.

Supplementary Provision (January 31, 2020: Partial revisions in line with changes to the eligible organizations)

These regulations shall come into effect on February 1, 2020 and apply retroactively from April 1, 2019.

## List of Ritsumeikan University Contact Points

Need help or advice? Feel free to contact the university.

Kinugasa Campus	Manabi Station	075-465-7865
	Administrative Office, College of Law	075-465-8175
	Administrative Office, College of Social Sciences	075-465-8185
	Administrative Office, College of International Relations	075-465-1211
	Administrative Office, College of Letters	075-465-8187
	Office of Student Affairs at Kinugasa Campus	075-465-8167
	Student Support Room	075-465-8174
	Kinugasa Medical Service Center	075-465-8232
	Office of Campus Information	075-465-8144
Biwako-Kusatsu Campus	Manabi Station	077-561-4972
	Administrative Office, College of Economics	077-561-3940
	Administrative Office, College of Science and Engineering	077-561-2625
	Administrative Office, College of Life Sciences	077-561-5021
	Administrative Office, College of Pharmaceutical Sciences	077-561-2563
	Administrative Office, College of Sport and Health Science	077-561-3760
	Administrative Office, College of Gastronomy Management	077-561-4801
	Office of Student Affairs at BKC	077-561-3917
	Office for Athletes and Sports Services	077-561-3977
	Student Support Room	077-561-3952
	BKC Medical Service Center	077-561-2635
	Office of Campus Management and Security	077-561-2621



Osaka Ibaraki Campus	Manabi Station	072-665-2050
	Administrative Office, College of Business Administration	072-665-2090
	Administrative Office, College of Policy Science	072-665-2080
	Administrative Office, College of Image Arts and Sciences	072-665-2071
	Administrative Office, College of Comprehensive Psychology	072-665-2190
	Administrative Office, College of Global Liberal Arts	072-665-2492
	Administrative Office, College of Information Science and Engineering	072-665-2075
	Office of Student Affairs at OIC	072-665-2130
	Student Support Room	072-665-2130
	OIC Medical Service Center	072-665-2110
	Campus Information Center	072-665-2020

Extracurricular Activities Handbook PDF Version  
(<http://www.ritsumeai.ac.jp/infostudents/handbook/>)

